

# PART-TIME HIRING PROCESS

## Applications

- Applications are the first step of the hiring process. Applications may be in paper or online form.
  - All applications are submitted via Human Resources
    - Applications may include cover letter, resume, transcripts and a state application
  - Copies are submitted to the hiring manager(s)
  - Employers scan applications to find qualified applicants and verify credentials

## Interviews

- Interviews the candidate
- If candidate meets the job criteria-check references

## Paperwork

- The employee must be sent to Human Resources to fill out all necessary paperwork, including but not limited to:
  - Tax forms
  - Direct deposit
  - Employee Emergency Contact Form
  - Information Technology Employee Ethics Agreement
  - Transcript Request Form

## Background Check

- A background check must be conducted prior to hiring and takes 24 to 48 hours.
  - Employee cannot work until the background check has been received with a clear record

## I-9

- The I-9 is required by law and must be entered into the system within three (3) days of a candidate beginning work.